

## NIH CHILD CARE BOARD MEETING MINUTES

December 12, 2002

Building 31 – Conference Room 6

10:00 a.m. to 12:00 p.m.

### Members in Attendance:

Corliss Taylor, Janet Austin, Susan Huntley, Susan Koester, Barbara Murphy, Kim Plascjak, Susan Reider, Qin Ryan, Mary Ellen Savarese, Wendy Thompson, Tim Tosten

Members Absent: Deborah Chew, Maureen Gormley, Valerie Hurt, Juanita Mildenberg,

### Liaisons in Attendance:

ChildKind, Inc.: Lee Ettman, Wendy Sharp; POPI: Mary Haas; Tracy Rankin; ECDC: Nancy Boyd

### Guests:

Sharon Suchy, Women Scientist Advisors (WSA) for Christiane Robbins, Bob Henry, DES, representing Juanita Mildenberg.

- I. Welcome and Introductions:** Corliss Taylor welcomed members and guests. She congratulated Barbara Murphy on her appointment to the Board as a voting member.
- II. Approval of Minutes:** Members voted upon and approved the minutes from the October 31, 2002 meeting.
- III. Updates – “NIH Parenting Fair”:** At the last Board meeting, Wendy Thompson briefly discussed organizing an event titled the “NIH Parenting Fair” that would be co-sponsored by the Work/Life Center, the NIH Child Care Board, and the Worksite Enrichment Programs Branch. The event is proposed for May 7, 2003 from 11:00 to 2:00 p.m., and may be held in Wilson Hall located in Building 1. The fair will showcase NIH programs, services and resources that support parents and children (pre-natal through teens). LifeWork Strategies, Inc. will offer real-time referral services to parents. Parents may also seek advice from the “Ask the Child Care Experts” that will be on hand to discuss their parenting concerns/issues. The NIH Child Care Programs will have experiential play setups with age-appropriate toys for parents to see how children learn from playing with items such as Playdough, LEGOs, etc. The NIH Federal Credit Union, R&W, and the Lactation Program will be contacted to possibly donate some give-away items. Janet Austin will facilitate contacting ICs to participate in the event. The event will be publicized via flyers, e-mail, R&W Newsletter, and the Parenting LISTSERVE. Tim Tosten indicated that he would use funds from the Board’s budget to cover the cost for the posters and flyers.
- IV. Follow-up Questions on Child Care Center Presentations and R&R/Waiting List Management Programs:** The following questions and answers were covered:

**Who makes the final decision on whose children are enrolled?** LifeWork Strategies, Inc. (LWS) has been hired to solely maintain a centralized waiting list for the NIH Child Care Programs. Priority placement will always be given to NIH employees and then to employees from other Federal agencies.

When a space becomes available within a program, the Center Director will contact LifeWork Strategies, Inc. to receive a listing of names of children who are the appropriate age for that program. This listing will be sorted by when the application was taken; the child's date of birth; and the parent's affiliation (NIH or other Federal agency).

The Center Director starts at the top of the list and begins calling each parent to offer them the space. On the average, the Center Directors will only need to make a few telephone calls to fill the vacancy.

**When can a parent place their name on the waiting list?** Promotional materials indicate that you must have a due date in order to place your name on the waiting list, however, in cases where parents are adopting a child(ren), LWS and the Center Directors will work with these families.

**Are child care services available to NIH contractors?** NIH contractors are not eligible to enroll their children in an NIH Child Care Program; however, they are entitled to utilize the Child Care Resource and Referral service. A suggestion was made to provide more advertisement about the Child Care Resource and Referral Service within the NIH community. Mary Ellen Savarese recently attended a NHLBI Fellows meeting in an outreach effort to provide employees with information on alternate child care services. She asked Board members discuss amongst their coworkers any interest in offering similar meetings within their ICs.

**V. Child Care Performance Standards:** Within NIH's new business model, many ORS services have or will be moving toward performance-based contracts. Each NIH Child Care Program operates under a Use Agreement, not a contract, with the NIH. Similar to a contract, the purpose of these Use Agreements are to protect the NIH and ensure that the NIH is getting best value and best service in return for its commitment to these centers, and also to protect the child care centers in outlining the NIH's expectations, i.e., timeframes for which to submit reports, documents, and/or compliance requirements. Over the past two years, the WEPB has worked with each child care center Board of Directors to revise these Use Agreements to be more performance based. Requirements previously titled "Established Deliverables" were revised and written as a performance standard. Members were given a summary copy of these performance standards. The WEPB will review and monitor these performance standards to ensure that the NIH is meeting its obligations, e.g., providing monthly fire drill, adequate cleaning services, timely facility repairs, etc., and that the child care centers are meeting their obligations, e.g., preparing an annual budget, providing scholarships and tuition assistance, providing an annual audit of its records, etc.

**VI. WEPB Budget Request for FY04:** In FY03, the WEPB spent approximately \$1,170,000.00 on the NIH Child Care Programs. These funds covered the cost for:

- Building lease for ECDC (includes utilities, ground maintenance, cleaning services, security)
- Utilities, ground maintenance, cleaning services, security, etc. for ChildKind, Inc. and POPI.
- Building lease for ChildKind, Inc.
- Maintenance and service contracts for playground equipment and ChildKind, Inc. and ECDC.
- Criminal background checks on center staff.

With a total capacity of 415 children (33 ChildKind, Inc., 110 POPI, 262 ECDC), this amounts to an annual NIH subsidy of more than \$2,800.00 per child. If the amount is calculated on the entire WEPB budget for child care to include WEPB staff, training (conferences, mental health consultation), services (waiting list), equipment (sheds, playground enhancements, etc.), the amount rises to more than \$3,000.00 per child, per year. The NIH considers providing child care services an investment in the quality of work life for its employees.

This information was shared with Board members to let them know that there is a substantial investment on the part of the NIH to provide its employees with high quality child care services. However, it also demonstrates that the investment provides benefit to a limited number of employees who are able to access NIH child care centers. It was suggested that WEPB do a comparison to other federal agencies on what they spend on work-site care.

Tim Tosten shared with members the categories of expenses for FY03 and proposed expenses for FY04. These expenses included:

- Maintain Existing Facilities: Ongoing services and maintenance contracts, funds for emergency repairs, NIH staff coordination of cleaning, maintenance and security issues.
- Future Facilities: Explore additional space options on and off campus (currently looking in the Rock Springs and Twinbrook areas), evaluate and improve outdoor play areas at ChildKind, Inc. and ECDC, Funding to begin planning for the new Northwest Child Care Center, fund modifications to the East Child Care Center to increase capacity and add additional age groups.
- Support for the NIH Child Care Board: Scheduling meetings, providing supplies, printing resource materials, special events - Parenting Fair.
- Training and Support for Center Staff: Provide tuition for Center Directors to attend National Conferences, arrange special training topics for center staff, provide mental health consultation and training for the three local child care centers to support professionalism and program quality.
- Waiting List Management: Contract with LifeWork Strategies, Inc. to maintain and summarize the waiting lists for the three local child care centers.
- Proposed funding for FY04: Tim raised the issue of a Child Care Subsidy Program for lower income NIH employees – WEPB is working on a preliminary ORS plan to create a subsidy program. The Board approved a motion to formally propose to the management of NIH a Child Care Subsidy Plan to be reflected in their Annual Report. Members will need to begin working on the formal language for the proposal, become knowledgeable of the plan, and start speaking to NIH leadership. The subsidy program can be presented as a three-year pilot program; the WEPB could earmark funds within its FY04 budget for the first year of the program. Based on the research that WEPB has done with the organization that manages the subsidy program for most other Federal agencies, the maximum amount the NIH would need to allocate would be about \$100,000.000 per year.

**VII. Adjourn:** The meeting was adjourned at 12:05 p.m.

**The next meeting is scheduled for January 23, 2003 – location TBA**

Prepared by:  
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